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Secretariat

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INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: REVISED SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS*

1. The current procedure for effecting interim adjustments of the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 100 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of August 1992 reflects a 3.7 per cent movement over the August 1991 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Security Service, Trades and Crafts, Public Information Assistant and Language Teacher categories will be adjusted upwards by 3.7 per cent, with effect from 1 September 1992.

3. As indicated in paragraph 14 of information circular ST/IC/1992/29 dated 29 April 1992, the General Assembly at its forty-sixth session approved, with effect from 1 January 1992, a revised scale of staff assessment rates for the General Service and related categories. Gross salaries of the current salary revisions reflect the application of these revised rates. The resulting gross salaries for certain levels and steps of the General Service, Security Service, Trades and Crafts and Public Information Assistant scales, and all

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* Personnel Manual index No. 3120.

levels of the Language Teachers scale, yield lower amounts than the corresponding previous gross salaries effective 1 September 1991. In line with the modalities approved by the General Assembly with respect to the implementation of the revised rates of staff assessment, at those levels and steps where the revised gross salaries are lower than those under the previous salary scale effective 1 September 1991, the latter gross salaries will be retained for the purpose of computing pension contributions and benefits for those staff members who entered on duty prior to 1 September 1992. This transitional measure shall remain in effect until the retained gross salaries are overtaken as a result of subsequent revisions to the salary scales. However, for the purpose of computing separation payments, the revised gross salaries effective 1 September 1992 shall apply to all staff members concerned.

4. Pursuant to the procedure approved by the International Civil Service Commission at its fifteenth session, which is described in information circular ST/IC/82/48 of 1 July 1982, the dependent child allowance for staff in the General Service and related categories at Headquarters is hereby revised from $1,104 to $1,140 net per year, with effect from 1 September 1992. The latter amount represents 3 per cent of the average of the lowest and highest net salaries under the New York salary scale (G-1, step I, and S-7, step IX).

5. The amounts of the dependent spouse allowance, of the allowance for the first dependent child of a single, widowed or divorced staff member and of the secondary dependant's allowance and language allowance remain unchanged.

6. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be reflected in the end-of-September 1992 payroll.

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Annex

SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS

A.1. Salary scale for staff in the General Service category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1992

	Steps										
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7 (Gross)	44 546	46 307	48 078	49 849	51 621	53 392	55 171	56 954	58 738	60 521	62 307*
(Net)	33 981	35 274	36 567	37 860	39 153	40 446	41 739	43 032	44 325	45 618	46 911*
G-6	40 167	41 756	43 346	44 935	46 527	48 127	49 727	51 327	52 927	54 531	56 142*
	30 763	31 931	33 099	34 267	35 435	36 603	37 771	38 939	40 107	41 275	42 443*
G-5	36 186	37 616	39 053	40 493	41 932	43 371	44 811	46 252	47 701	49 151	50 600*
	27 828	28 886	29 944	31 002	32 060	33 118	34 176	35 234	36 292	37 350	38 408*
G-4	32 626	33 918	35 209	36 501	37 793	39 093	40 393	41 694	42 995	44 295	45 596*
	25 193	26 149	27 105	28 061	29 017	29 973	30 929	31 885	32 841	33 797	34 753*
G-3	29 396	30 561	31 726	32 897	34 070	35 243	36 416	37 589	38 767	39 948	41 129*
	22 790	23 658	24 526	25 394	26 262	27 130	27 998	28 866	29 734	30 602	31 470*
G-2	26 499	27 552	28 604	29 656	30 709	31 761	32 819	33 878	34 938	35 997*	
	20 632	21 416	22 200	22 984	23 768	24 552	25 336	26 120	26 904	27 688*	
G-1	23 880	24 825	25 771	26 721	27 672	28 621	29 576	30 528	31 479*		
	18 670	19 379	20 088	20 797	21 506	22 215	22 924	23 633	24 342*		

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 140
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (to be included in pensionable remuneration):

	$ (Per annum)
First additional language	1 164 net
Second additional language	582 net

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2, step IX at level G-1 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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A.2. General Service category - schedule of gross salaries applicable to staff members who entered on duty prior to 1 September 1992

(In United States dollars)*

Level	Steps										
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7 (Gross)	-	46 398	48 347	50 295	52 244	54 192	56 141	58 089	60 038	61 986	63 934
G-6	-	-	-	-	46 642	48 402	50 161	51 920	53 680	55 439	57 198
G-5	-	-	-	-	-	-	-	46 338	47 931	49 525	51 119
G-4	-	-	-	-	-	-	-	-	-	-	45 627
G-3	-	-	-	-	-	-	-	-	-	-	-
G-2	-	-	-	-	-	-	-	-	-	-	-
G-1	-	-	-	-	-	-	-	-	-	-	-

* The application of the revised rates of staff assessment resulted, for certain levels and steps, in lower gross salaries than those in effect under the previous salary scale effective 1 September 1991. At those levels and steps, the gross salaries effective 1 September 1991, which are shown above, should be retained for the purpose of computing pension contributions and benefits for staff who entered on duty prior to 1 September 1992. However, for purposes of computing separation payments, the revised gross salaries effective 1 September 1992 shall apply.

B.1. Salary scale for staff members in the Security Service category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1992

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7 (Gross)	59 061	61 272	63 493	65 719	67 946	70 175	72 432	74 690	76 948*				
(Net)	44 559	46 162	47 765	49 368	50 971	52 574	54 177	55 780	57 383*				
S-6	54 859	56 920	58 981	61 041	63 110	65 185	67 260	69 335	71 430*				
	41 513	43 007	44 501	45 995	47 489	48 983	50 477	51 971	53 465				
S-5	50 668	52 567	54 469	56 381	58 292	60 204	62 117	64 042	65 967				
	38 458	39 844	41 230	42 616	44 002	45 388	46 774	48 160	49 546*				
S-4	46 408	48 151	49 893	51 636	53 378	55 128	56 883	58 637	60 392*				
	35 348	36 620	37 892	39 164	40 436	41 708	42 980	44 252	45 524*				
S-3	43 484	44 842	46 201	47 568	48 936	50 303	51 670	53 037	54 407	55 783	57 160*		
	33 201	34 199	35 197	36 195	37 193	38 191	39 189	40 187	41 185	42 183	43 181*		
S-2	39 244	40 472	41 701	42 929	44 158	45 386	46 619	47 856	49 093	50 330	51 567	52 804	54 041*
	30 084	30 987	31 890	32 793	33 696	34 599	35 502	36 405	37 308	38 211	39 114	40 017	40 920*
S-1	35 016	36 108*											
	26 962	27 770*											

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 140
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (to be included in pensionable remuneration):

	$ (Per annum)
First additional language	1 164 net
Second additional language	582 net

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3, step XIII at level S-2 and step II at level S-1 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

B.2. Security Service category - schedule of gross salaries applicable to staff members who entered on duty prior to 1 September 1992

(In United States dollars)*

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7 (Gross)	60 388	62 803	65 219	67 634	70 050	72 466	74 881	77 297	79 713				
S-6	55 797	58 048	60 300	62 552	64 803	67 055	69 306	71 558	73 809	-	-	-	-
S-5	51 192	53 281	55 370	57 459	59 548	61 638	63 727	65 816	67 905	-	-	-	-
S-4	46 506	48 423	50 341	52 258	54 175	56 092	58 009	59 927	61 844	-	-	-	-
S-3	-	-	46 286	47 789	49 292	50 795	52 298	53 802	55 305	56 808	58 311	-	-
S-2	-	-	-	-	-	45 400	46 742	48 103	49 464	50 825	52 186	53 547	54 908
S-1	-	-	-	-	-	-	-	-	-	-	-	-	-

* The application of the revised rates of staff assessment resulted, for certain levels and steps, in lower gross salaries than those in effect under the previous salary scale effective 1 September 1991. At those levels and steps, the gross salaries effective 1 September 1991, which are shown above, should be retained for the purpose of computing pension contributions and benefits for staff who entered on duty prior to 1 September 1992. However, for purposes of computing separation payments, the revised gross salaries effective 1 September 1992 shall apply.

C.1. Salary scale for staff members in the Trades and Crafts category showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1992

Level	Steps						
	I	II	III	IV	V	VI	VII*
T-8 (Gross)	54 823	56 655	58 487	60 319	62 151	63 996	65 840
(Net)	41 487	42 815	44 143	45 471	46 799	48 127	49 455
T-7	51 542	53 258	54 979	56 706	58 433	60 160	61 887
	39 096	40 348	41 600	42 852	44 104	45 356	46 608
T-6	48 263	49 873	51 482	53 092	54 706	56 327	57 948
	36 702	37 877	39 052	40 227	41 402	42 577	43 752
T-5	44 997	46 496	48 001	49 507	51 012	52 518	54 023
	34 313	35 412	36 511	37 610	38 709	39 808	40 907
T-4	41 752	43 140	44 528	45 916	47 312	48 710	50 107
	31 928	32 948	33 968	34 988	36 008	37 028	38 048
T-3	38 501	39 786	41 072	42 358	43 644	44 929	46 216
	29 538	30 483	31 428	32 373	33 318	34 263	35 208
T-2	35 272	36 445	37 618	38 796	39 977	41 158	42 339
	27 151	28 019	28 887	29 755	30 623	31 491	32 359
T-1	32 032	33 104	34 176	35 247	36 319	37 391	38 465
	24 754	25 547	26 340	27 133	27 926	28 719	29 512

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 140
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (to be included in pensionable remuneration):

	$ (Per annum)
First additional language	1 164 net
Second additional language	582 net

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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C.2. Trades and Crafts category - schedule of gross salaries applicable to staff members who entered on duty prior to 1 September 1992

(In United States dollars)*

Level	Steps						
	I	II	III	IV	V	VI	VII*
T-8 (Gross)	55 759	57 761	59 763	61 764	63 766	65 767	67 769
T-7	52 159	54 045	55 931	57 817	59 703	61 589	63 475
T-6	48 552	50 322	52 092	53 863	55 633	57 403	59 173
T-5	-	46 606	48 263	49 919	51 575	53 231	54 888
T-4	-	-	-	45 970	47 506	49 044	50 581
T-3	-	-	-	-	-	-	46 298
T-2	-	-	-	-	-	-	-
T-1	-	-	-	-	-	-	-

* The application of the revised rates of staff assessment resulted, for certain levels and steps, in lower gross salaries than those in effect under the previous salary scale effective 1 September 1991. At those levels and steps, the gross salaries effective 1 September 1991, which are shown above, should be retained for the purpose of computing pension contributions and benefits for staff who entered on duty prior to 1 September 1992. However, for purposes of computing separation payments, the revised gross salaries effective 1 September 1992 shall apply.

D.1. Salary scales for staff members in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1992

Level		Steps I	II	III	IV	V
Public information assistant I	(Gross)	31 834	33 185			
	(Net)	24 606	25 607			
Public information assistant II and tour coordinator		34 665	36 143	37 622	39 107	40 596
		26 702	27 796	28 890	29 984	31 078
Tour coordinator/supervisor and briefing assistant a/		39 313	41 245	43 177	45 109	47 048
		30 135	31 555	32 975	34 395	35 815

a/ Includes briefing assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: Salary increments within the levels are effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public information assistant I	6 months
Public information assistant II	12 months

No increments are paid in the case of staff members whose service ceases during the month in which the increment would ordinarily have been due.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 140
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

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D.2. Public Information Assistant and Tour Coordinator/Supervisor category - schedule of gross salaries applicable to staff members who entered on duty prior to 1 September 1992

(In United States dollars)*

	Steps				
Level	I	II	III	IV	V
Public information assistant I (Gross)	-	-			
Public information assistant II and tour coordinator	-	-	-	-	-
Tour coordinator/supervisor and briefing assistant a/	-	-	-	-	47 213

* The application of the revised rates of staff assessment resulted for step V of the tour coordinator/supervisor and briefing assistant level in a lower gross salary than that in effect under the previous scale effective 1 September 1991. Therefore, the gross salary figure effective 1 September 1991, which is shown above, should be retained for the purpose of computing pension contributions and benefits for staff who entered on duty prior to 1 September 1992. However, for purposes of computing separation payments, the revised gross salaries effective 1 September 1992 shall apply.

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E.1. Salary scale for staff members in the Language Teacher category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1992

Level		Steps										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI*
Language teacher	(Gross)	46 341	48 082	49 823	51 564	53 305	55 054	56 807	58 560	60 313	62 067	63 832
	(Net)	35 299	36 570	37 841	39 112	40 383	41 654	42 925	44 196	45 467	46 738	48 009

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with full pay.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 140
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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E.2. Language Teacher category - schedule of gross salaries applicable to staff members who entered on duty prior to 1 September 1992

(In United States dollars)*

Level	Steps										
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
Language teacher (Gross)	46 434	48 350	50 266	52 181	54 097	56 013	57 928	59 844	61 759	63 675	65 591

* The application of the revised rates of staff assessment resulted in lower gross salaries than those in effect under the previous salary scale effective 1 September 1991. For those staff who entered on duty prior to 1 September 1992, the previous gross salary figures effective 1 September 1991 should be retained for the purpose of computing pension contributions and benefits. However, for purposes of computing separation payments, the revised gross salaries effective 1 September 1992 shall apply.